

13 July 1973

MEMORANDUM FOR: Deputy Director for Management and Services  
SUBJECT : Weekly Report - Office of Training

I. Recent Activities

A. Intelligence in World Affairs

The four-week course began Monday with 49 new professionals including 28 CT's. A wide range of educational and job experience is represented. We were fortunate in having two presentations on the second day particularly relevant to meeting our objective of keeping the course current on changes in the Intelligence Community. [redacted] DC/OCI, gave an excellent presentation on "Role and Tasks of U.S. Intelligence." He concentrated almost exclusively on ways in which CIA's intelligence production is trying to support the President and his senior foreign policy advisors. He provided interesting insights into the thinking of Mr. Schlesinger and Mr. Colby on intelligence production and requirements. He was both positive and candid.

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Mr. William McAfee, Deputy Director of State/INR, concentrated on the problems of liaison between the State Department's INR and CIA, particularly the Directorate of Operations. His presentation was very informative although it may have been a bit specialized for some in the class. He made excellent use of case illustrations in his presentation.

B. Upward Mobility Group Begins Training

Eighteen young women recently brought into the Agency in the Upward Mobility Group were given their pre-training typing tests before reporting to the CSC's Communications and Office Skills Training Center on 9 July. After their four weeks of instruction in reading, office methods and communication skills, they will report back to the Clerical Training Faculty for a four-day orientation program on CIA, then to their assignments in the Agency.

This is the fifth such (annual) group to join the Agency but only the second to be given basic training at the Commission. The first three groups were trained in OTR but it was determined to be less cost-effective than training the groups at the Center, plus which fact the Center has superior facilities for such training.

### C. Defensive Driving Testing

The staff at the [ ] has had considerable success in putting the recently purchased, small foreign cars through the defensive-driving paces. One series of tests has already been put on film; all will eventually be filmed. Upon completion of the testing, all cars will have been "totaled" but the staff believes that they will have come up with an excellent filmed instruction. (The experiments have also provided some fine guidance for those people who may just want to invest in a small foreign car.)

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## II. Upcoming Developments

### A. After-Hours Study Program

As of noon on Thursday, this week, we have received about 800 responses to the Employee Bulletin on Survey of Interest in After-Hours Programs. Tallying, screening and analyzing the returns are understandably incomplete, but initial observations indicate considerable interest in academic credit courses and in the non-credit, basic communication skills courses.

### B. Requirements for FSI's Courses

In response to the annual communication from James Byrnes, Deputy Director for Management at the Foreign Service Institute, we have set mid-August as the target date for responding to his request for "as realistically an estimate as possible" of the Agency's FY 74 requirements for FSI's courses and programs.

Of particular interest is to note the changes in tuition rates: the cost of language training, for example, has been reduced by 6%; advanced area studies increased by 14%; and for clerical courses, a 30% increase. The fee for the Senior Seminar in Foreign Policy remains as expected: \$9300.

The only reason we think for these decreases and increases is the matter of supply and demand, that is, the fewer the students, the greater the tuition assessment to pay the staff.

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C. Chinese Material for the Teaching Community

C/Language School talked this week with the National Audio-Visual Center, the distributor for language materials produced by DLI and PSI, about making one of the Schools products available to the public through the Center. It is an instructor's manual and drills, together with a set of tapes, in Mandarin Chinese, and was prepared by [REDACTED] recently retired from LS. The Center advised us that they have many calls for Chinese materials these days and have very little to offer their callers. They would like very much to handle our materials. We believe that this is a product that would reflect credit on the Agency and the Office of Training and would be of use to the Chinese language-teaching community. We are coordinating procedures for release.

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*for* Alfonso Rodriguez  
Director of Training